NETWORK ADMINISTRATOR
Employes' Retirement System

The eligible resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE:
- The Network Administrator is responsible for the documentation, training, end-user support and release of infrastructure business solutions, as well as subsequent maintenance and enhancements of SANs, DR, Windows Server and VmWare Environments to support and enhance the Employes´ Retirement System (ERS) Pension System.

ESSENTIAL FUNCTIONS:
- ❖ Performs maintenance on servers and desktops, including patch and security updates to physical and virtual servers; ensures proper security protocols and guidelines are followed
- ❖ Protects the network from vulnerabilities and performs anti-virus maintenance and support for 50+ users
- ❖ Maintains and supports Exchange Server 2010 and VmWare virtual environment and clusters
- ❖ Monitors, performs and improves backups and recovery
- ❖ Monitors, maintains and improves the ERS disaster recovery environments
- ❖ Performs SAN maintenance and support (Equalogic SAN)
- ❖ Monitors and troubleshoots LAN/WAN components and provides technical support for the ERS network
- ❖ Monitors internetwork software and hardware to facilitate communication between the ERS data locations
- ❖ Monitors, maintains and upgrades the Exchange email environment
- ❖ Uses project management tools and techniques to implement new initiatives; reports on project status and performs cost/benefit analyses of proposed IT projects

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.

MINIMUM QUALIFICATIONS:
1. Bachelor's degree in business, computer science, management information systems or a closely related field.
   IMPORTANT NOTE: If college courses are used to substitute for experience, college transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to *staffinginfo@milwaukee.gov* or sent to Box NA, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. *Student copies are acceptable.* Only applications with transcripts will be considered; applications without transcripts will be rejected.
2. Three (3) years of experience supporting Exchange and Windows 2003+ servers, VmWare (Virtual Center, clustering, etc.), SANS, MS Windows XP, MS Office Suite 2000/2003, MS Server 2003+ and other job-related servers, applications and environments.
    NOTE: Equivalent combinations of education and experience may be considered.
3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
- ❖ Ability to create and support High Availability environments through the use of sound infrastructure practices and techniques
- ❖ Ability to analyze and solve complex problems with minimal direct supervision
- ❖ Ability to work cooperatively and effectively with ERS management, staff, support personnel, outside vendors and consultants
- ❖ Strong analytical, interpersonal, oral and written communications skills

PREFERRED QUALIFICATIONS:
- ❖ Network +, VmWare, Microsoft or other job-related certifications
- ❖ Knowledge of pension or employee-benefits related systems and environments

THE CURRENT PAY RANGE (PG 2IX) IS:
- • $57,028 to $79,836 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **July 19, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice. However recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

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